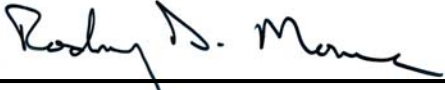


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

|                                                                                                                                                                                                                                                                                                   |                     |                                   |                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Chapter<br><b>1</b>                                                                                                                                                                                                                                                                               | Number<br><b>11</b> | Effective Date<br><b>05/11/07</b> | Review Date<br><b>2011</b>                                                                                      |
| Subject<br><br><b>COOPERATIVE FUNCTIONS WITH OTHER LAW ENFORCEMENT AGENCIES</b>                                                                                                                                                                                                                   |                     |                                   | <input type="checkbox"/> New Order<br><br><input checked="" type="checkbox"/> Replaces<br>G.O. 104-8 (10/29/04) |
| References<br>Code of Virginia §15.2-1724 through 15.2-1730.1; <b>18.2-410, 44-146.13 through 44-146.28</b><br>VLEPSC ADM.13.01, ADM.14.01, OPR .05.01<br>Order for Expansion of Concurrent Jurisdiction, (In the Circuit Court for the City of Richmond, John Marshall Courts Building, (9/1/98) |                     |                                   |                                                                                                                 |
| <br><b>Chief of Police or Designee</b>                                                                                                                                                                           |                     | <b>05/11/07</b><br><b>Date</b>    |                                                                                                                 |

**I. PURPOSE**

The purpose of this directive is to define the cooperative functions between the Richmond Police Department and other law enforcement agencies with or without concurrent jurisdiction in the City of Richmond and to clarify jurisdictional responsibility regarding the manner in which calls are to be handled on properties under the control of the federal government's, General Services Administration.

**II. POLICY**

It is the policy of the Richmond Police Department to maintain liaisons with and, when requested, to assist other law enforcement agencies or correctional institutions with respect to law enforcement matters within the City of Richmond.

**III. ACCOUNTABILITY STATEMENT**

***All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling or disciplinary action is initiated.***

**IV. DEFINITIONS**

**A. *Concurrent Jurisdiction – This term applies to those areas wherein granting to the Federal Government authority which would otherwise amount to exclusive jurisdiction over an area, the state concerned has reserved to itself the right to exercise, concurrently with the Federal Government, the same authority, as it relates***

*to enforcement of State and City Codes. Concurrent jurisdiction does not grant authority of a local agency to enforce federal laws.*

- B. ***Proprietary Jurisdiction*** – *This term applies to those areas wherein the Federal Government has acquired some right, or title to an area in a state, district, or possession (e.g. through lease or purchase), but has not obtained any measure of the state's legislative jurisdiction over the area.*

V. PROCEDURE

- A. Agencies with Concurrent Jurisdiction (Virginia State Police, FBI, etc.):

For those agencies with concurrent jurisdiction in the City of Richmond, the Richmond Police Department shall act as an assisting agency ***if requested***, in ***those*** law enforcement matters, ***excluding criminal homicides. In instances of criminal homicides, the Richmond Police Department shall always have the lead.*** Federal and state laws, the Department's General Orders, and Code of Conduct policy shall govern the Department's actions.

- B. Richmond officers responding to requests from surrounding police departments, other police agencies or correctional institutions within the Commonwealth of Virginia, must:
- a. Determine the details of the request;
  - b. Decide what type of action(s) may be necessary, and contact his/her immediate supervisor; and,
  - c. The supervisor shall then decide if his/her presence is necessary at the scene.
- C. In routine matters, such as the delivery of prisoners or ***paperwork***, extraditions or similar occurrences in which the notification of a supervisor is not necessary, the officer shall adhere to ***related*** departmental policy.
- D. In situations that carry a potential for serious problems, complications or in cases ***which*** appear highly inflammatory, such as arresting persons wanted for a heinous offense, the ***officer's immediate*** supervisor shall notify the ***Precinct/Division Commander or if after hours the Night Supervisor.*** The ***Precinct/Division Commander or the Night Supervisor***, if deemed appropriate, will respond to the scene and make all necessary arrangements.
- E. Campus Police Agencies (Concurrent Jurisdictions):
1. Offenses that occur upon property under the jurisdiction of a campus police agency within the City of Richmond shall be reported and investigated by that campus agency, ***excluding criminal homicides which shall be investigated by the Richmond Police Department.***

2. The Richmond Police Department shall investigate offenses that occur on non-campus property, but still within the campus jurisdiction (adjacent streets, et cetera).
  3. Although lawful authority exists for these agencies to investigate all offenses occurring within their jurisdiction, some offenses may present problems, which may unduly tax their resources. Therefore, the Richmond Police Department **will** handle certain offenses; to include criminal homicide, forcible rape, robbery, aggravated assault, breaking & entering, auto theft, embezzlement, forgery, counterfeiting, abduction, arson, and narcotic/vice related offenses. When such offenses occur the Richmond Police Department will respond and investigate, when requested to do so.
- F. Cooperative Agreement with the McGuire Medical Center's, Department of Veterans Affairs' Police Department:
- On occasion, circumstances require greater law enforcement than the limited personnel and resources of the Department of Veterans Affairs can provide. The Richmond Police Department has been granted concurrent law enforcement jurisdiction on McGuire Medical Center property in order to provide emergency assistance and investigative resources, when requested.
- G. Agencies Without Concurrent Jurisdiction:
1. In situations where a law enforcement agency or correctional institution does not have jurisdiction in the City of Richmond, the Richmond Police Department shall act as the primary agency and the agency without jurisdiction shall assist.
  2. Officers responding to requests from law enforcement agencies or correctional institutions outside of the Commonwealth of Virginia, must perform the following actions:
    - a. Determine what type of action(s) may be necessary, and,
    - b. Notify his/her immediate supervisor about the situation.
  3. The immediate supervisor shall notify the **Area** Watch Commander. If deemed appropriate, the **Area** Watch Commander will make all the necessary arrangements.
- H. Pursuant to the authority granted by VA Code §15.2-1724 through §15.2-1730.1, the Richmond Police Department is a party to mutual aid agreements with local, state and federal law enforcement agencies. A list of these agreements and copies of these agreements are maintained by the Police Department's **Office of General Counsel**. **All Mutual Aid Agreements must include, at a minimum, the following details:**
1. ***The legal status of agencies and agency personnel responding to Mutual Aid requests;***

2. *Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction;*
  3. *Procedures for requesting Mutual Aid;*
  4. *Identity of those persons authorized to request Mutual Aid;*
  5. *Identity of persons to whom outside personnel are to report;*
  6. *Procedures for maintaining radio communication with outside personnel;*
  7. *Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources; and,*
  8. *Procedures for review and revision if prescribed in the agreement.*
- I. *In the event of a declared local emergency requiring the assistance of the Virginia National Guard and/or the Virginia State Police, the Chief of Police shall request the City's Mayor or designee to ask the Governor of the Commonwealth of Virginia to activate such assistance, as defined by VA Code §18.2-410 and §44-146.13 through 44-146.28. This authority is vested solely with the Chief of Police, or in his/her absence, the Acting Chief of Police.*
- J. *Complex criminal investigations as well as proactive law enforcement initiatives occasionally warrant efforts that extend beyond routine personnel deployment. One mechanism utilized by the Department in such cases is the formation of a task force. If an investigative task force is formulated, whether within the Richmond Police Department or as a mutual effort involving multiple agencies, a written directive shall be developed governing its activities to include:*
1. *Identifying the purpose of the task force (including but not limited to the types of offenses for which the task force should be used);*
  2. *Defining the authority, responsibility, and any written agreements of the task force; and,*
  3. *Outlining the procedures for evaluating the task force's results and its need to continue operation.*
- K. The following is a list of properties under ***the federal*** General Services Administration's control, the name of the building, address, and type of jurisdictional control exercised:

| <u>Building Name</u>                     | <u>Address</u>      | <u>Jurisdiction of G.S.A.</u> |
|------------------------------------------|---------------------|-------------------------------|
| Courthouse Annex (Old Parcel Post Bldg.) | 11th & E. Main Sts. | Concurrent                    |
| Lewis F. Powell Jr. (U.S. Courthouse)    | 10th & E. Main Sts. | Concurrent                    |
| Richmond Federal Building                | 400 N. Eighth St.   | Concurrent                    |
| Seaboard Building                        | 3600 W. Broad St.   | Proprietary                   |
| 700 Centre Office Building               | 704 E. Franklin St. | Proprietary                   |
| 600 Main Street Center                   | 600 E. Main St.     | Proprietary                   |

- L. Members of the Department have jurisdiction on all properties under the control of the ***federal*** General Services Administration, and when responding to a call ***at*** one of these locations, the call will be handled like any other call for service.

## **VI. ROLES AND ACCOUNTABILITY**

### ***A. Police Officers shall:***

- 1. When responding to requests from surrounding police departments, other police agencies or correctional institutions within the Commonwealth of Virginia:***
  - a. Obtain the details of the request;***
  - b. Decide what type of action(s) may be necessary; and,***
  - c. Contact his/her immediate supervisor.***
- 2. Adhere to Department policy in routine matters such as the delivery of prisoners or paperwork, extraditions or similar occurrences in which notification of a supervisor is not necessary.***
- 3. Assist the McGuire Medical Center's, Department of Veterans Affairs' Police Department upon request for emergency assistance and investigative resources.***
- 4. When responding to requests from law enforcement agencies or correctional institutions outside of the Commonwealth of Virginia:***
  - a. Determine what type of action(s) may be necessary; and,***
  - b. Notify his/her immediate supervisor of the situation.***

### ***B. Officer's Immediate Supervisors shall:***

- 1. Upon notification of requests from surrounding police departments, other police agencies or correctional institutions within the Commonwealth of Virginia:***
  - a. Decide if the supervisor's presence is necessary at the scene.***
  - b. Notify the Area Watch Commander in situations that carry a potential for serious problems, complications or in cases that appear highly inflammatory as specified in the departmental policy.***
- 2. Upon notification of assistance requests from law enforcement agencies or correctional institutions outside the Commonwealth of Virginia, shall notify the Area Watch Commander.***

**C. Area Watch Commander shall:**

*Upon notification of a request or incident as specified in this policy, respond (if appropriate) to the scene and make necessary arrangements.*

**D. Precinct Division Commander/Night Supervisor:**

*Upon notification of a request or incident as specified in this policy, respond (if appropriate) to the scene and make necessary arrangements.*

**E. Office of General Counsel shall:**

- 1. Maintain a list of Mutual Aid Agreements.**
- 2. Maintain copies of Mutual Aid Agreements.**

**F. Chief of Police:**

*In the event of a declared local emergency requiring the assistance of the Virginia National Guard and/or Virginia State Police, request the City's Mayor or designee to ask the Governor of the Commonwealth to activate such assistance.*